

Beulah Alliance Church

Job Posting: Early Childhood Ministry Coordinator



The Early Childhood Ministry Coordinator serves the congregation by developing leaders and systems that foster engaging environments where families and young children can Gather, Grow, Give, and Go. This role collaborates closely with the Children's Ministry Team, primarily focusing on Early Childhood (ages 3-5) weekend programming.

Position Type: permanent, part-time, 25hrs/wk

Location: 17504 98a Ave NW, Edmonton AB

Role responsibilities:

Overall Ministry

- Recruit, train and support leaders for the designated ministry area.
- Assess, evaluate, and enhance programming, processes, and events to ensure effectiveness.
- Actively participate in weekly meetings and contribute to the overall effectiveness of the ministry.
- Collaborate with the Children's Ministry Team to develop and implement special events.
- Ensure compliance with Plan to Protect procedures across all ministry areas.

Weekend Early Childhood Ministry (Ages 3-5)

- Develop, refine, and oversee engaging age-appropriate programming for weekend experiences.
- Maintain safe, inviting, and developmentally appropriate learning environments.
- Partner with the Children's Ministry Team to create seamless transitions from the Toddler Classroom into Early Childhood and into the elementary program.
- Develop and implement a communication strategy in collaboration with the Communications Department to promote ministry events and activities.
- Oversee upkeep and supply of Early Childhood rooms to ensure a safe and welcoming space.

Additional Responsibilities

- Assist in budget planning and management for early childhood programming.
- With parents/guardians, address needs and accommodations for children with diverse abilities.
- Collaborate with other ministry teams to enhance the overall ministry experience.

What will make you thrive:

- Christ follower and aligned with Beulah's vision to Awaken Greater Edmonton to King Jesus.
- A passion to see children grow in their relationship with Christ.
- Able to lead ministry through recruiting, equipping, mobilizing, and coaching volunteers.
- Competent in inspiring leaders, bringing enthusiasm for a shared vision.
- Strong communicator (verbal and written) with strong interpersonal skills.
- Highly organized with strong attention to detail, capable of working in a multi-staff environment.
- Able to manage multiple tasks and adapt to a fast-paced setting.
- Strong ethical standards and ability to handle confidential information responsibly.
- Demonstrated initiative, sound judgment, and proactive approach to responsibilities.
- Minimum 2 years of experience in children's ministry, early childhood education, or a related field.
- Certifications in First Aid and Plan to Protect (or willingness to obtain).
- Primary spiritual gifts: teaching, leadership and administration.

Think you're a great fit for this job? If you believe that God may be calling you to this position, please submit your resume and cover letter to hr@beulah.ca. No phone calls please. We thank all applicants for their interest; however, only candidates under consideration will be contacted.